Title II Project Submission Form Instructions

SECURE RURAL SCHOOLS AND COMMUNITY SELF-DETERMINATION ACT OF 2000
PUBLIC LAW 106-393

GENERAL INSTRUCTIONS

A. The form is mostly self-explanatory. Much of the information requested on the form is required by P.L. 106-293 in Section 203 (b). Copies of the law can be found at the Gifford Pinchot National Forest web site (http://www.fs.fed.us/gpnf/forest-administration/county-payments/).

B. While completing the form use as few abbreviations as possible and minimize the use of technical jargon that may not be widely understood. Remember that the people making decisions about these projects come from a wide variety of backgrounds.

C. Attach a project location map and cost worksheet to the 2005 Title II Application (see specific instructions under the Project Location (Item 1I) and Budget Information (Item 6) sections. Additional attachments are discouraged and will not be copied for evaluation purposes.

D. Submit the completed 2005 Title II Application, with your attached project location map and cost worksheet to: Partnerships, Gifford Pinchot National Forest, 10600 NE 51st Circle, Vancouver, WA, 98682; or email to sripp@fs.fed.us or dfolson@fs.fed.us. All proposals must be postmarked by April 2, 2004. You can get your own copy of the law at "*http://www.fs.fed.us/payments/*".

SPECIFIC INSTRUCTIONS

Project Number. Leave blank.

1. Project Information.

1A. Project Title – Enter a title that is short, yet descriptive.

1B. Title II Funds Requested - Enter the amount of Title II project funds you are requesting. This will be the figure on Line p, Column 1 from the Budget Summary table (under Item 6).

1C. Partner Match – Enter contributions to the project other than from Title II funds. This will be a sum of Line p, Columns 2-4 from the Budget Summary table (under Item 6).

1D. Total Project Costs – Enter the sum of Blocks 1B and 1C. The total cost for the project is displayed on Line p, Column 5 of the Budget Summary table (under Item 6).

1E & 1F. Project Start and End Date – Enter the dates the project will begin and end for the phase described in the Project Description section).

1G. County(ies) – Note the county(ies) the project is located within. Note this may or may not be same as the benefiting county which can be explained in the application narrative.

1H. Forest Service Staff – Note the Forest Service individual(s) that are familiar with the project. In developing the project you are encouraged to contact ranger district and/or partnership personnel at the Gifford Pinchot National Forest.

1I. Project Location **(attach project area map)** - Submit an appropriate *Project Area Map* along with the submission form. The following information should be contained on the map: project title; project boundary; stream names; road numbers; legal location; township, range, and section designations; scale bar; compass orientation; and legend. The map scale should be no larger than 2.64 inches/mile and no smaller than 1 inch/mile. Indicate the landowner if the project will occur on private land.

1J. Project Accomplishments/Outcomes – Indicate the expected measure of project accomplishments and/or outcomes. Complete all items that are pertinent to the project.

Total Acres **-** Estimate the *Total Acres* improved or benefited within the project area.

Total Miles - Estimate the *Total Miles* of road, trail, stream, etc. to be treated.

No. Structures - Estimate the total *Number of Structures* to be developed or contructed.

No. Laborer Days - Estimate the *Number of Laborer Days* required for implementing the project (i.e., contractor laborer days, volunteer laborer days, federal workforce laborer days, etc.). 1 laborer day = 8 hours of work time. For example, one person working 16 hours equals 2 laborer days and two people working 8 hours each also equals 2 laborer days.

Other (specify) - Identify *Other* measures of proposed project accomplishments or expected outcomes if the previous categories are inadequate for an accurate description. Specify the units of measure for the accomplishment.

2. **Project Applicant** - Identify the name and information (phone, address, etc.) of the entity, individual, or organization sponsoring the project. If several collaborators are involved specify the primary *Project Sponsor* only (the person on entity sponsoring the project) and provide a list of other collaborators in Block 4 – "Project Description." This may or may not be the same person as the Project Contact.

3. **Project Contact –** Identify and provide contact information for individual who will be the day to day project coordinator. This may or may not be the same person as the Project Applicant.

4. **Project Description –** Describe the project in detail by addressing Items A-H. Each item must be addressed. This section will form the basis for understanding the proposed project.

5. **Goals and Objectives –** Describe the goals and objectives of the project. Address Items A-E in detail. Each item must be addressed. This section will form the basis for understanding how the proposed project meets the intent of the legislation.

6. **Budget Information** – Complete the Budget Information and Budget Summary tables after determining detailed project costs. **Include a detailed cost worksheet that displays a breakout of specific costs for the project**. Use the attached cost worksheet or one of your choosing as long at specific details are included.

Budget Information table

Total Title II Funds Requested - Identify the total amount of Title II funds requested. This amount will equal that identified in the Budget Summary table, Line p, Column 1.

Is this a multi-year funding request? Check "yes" or "no."

FY02 Request - Identify total Title II funds requested and approved in fiscal year 2002 (for the period from 10-01-2001 through 09-30-2002).

FY03 Request -Identify total Title II funds requested and approved in fiscal year 2003 (for the period from 10-01-2002 through 09-30-2003).
FY04 Request - Identify total Title II funds requested and approved in fiscal year 2004 (for the period from 10-01-2003 through 09-30-2004).

FY05 Request - Identify total Title II funds requested in fiscal year 2005 (for the period from 10-01-2004 through 09-30-2005).

FY06 Request - Identify total Title II funds requested in fiscal year 2005 (for the period from 10-01-2005 through 09-30-2006).

Budget Summary Table – Display project costs by Budget Categories in the columns provided. Each source (agency or organization) of project contributions should be listed in a column under Other Contributions. For instance the project applicants contributions should be noted in Column 2. Forest Service support must be identified in either the Title II funds Requested column (1) or in one of the Other Contributions columns (2-4). **The costs displayed in this table must be supported a detailed cost worksheet.** Use the attached cost worksheet or one of your choosing as long at specific details are included. Indicate whether the contributions are Cash-C or In-Kind=IK.

Title II Funds Requested (Column 1) – Identify all Title II funds requested for each of the Budget Categories. Do not show the Forest Service overhead here.

Other Contributions (Columns 2-4) – Identify all contributions to the project by contributor by Budget Category. Display the contributor at the top of the Columns 2-4. Please attach additional sheets if more room is needed for contributors.

Total Costs (Column 5) – Display project costs by Budget Category. Column 5 is the sum of Columns 1-4 for each of the Budget Category lines.

Budget Categories – Display by budget category project costs. This will be a summary of your detailed cost worksheet.

a. Personnel – Display the personnel costs not reflected in other budget categories. For personnel costs in any of the budget categories, display the staff's role, their hourly rate and number of hours contributed to the project. Most projects at a minimum will have a project coordinator.

b. Fringe benefits – Display the benefits (ie. workman's compensation, health benefits, etc.) for paid personnel associated with the project. In the attached cost worksheet display the staff role, hourly rate and number of contributed hours.

c. Travel – Display the travel costs associated with the project. Break out cost for items such as vehicle rates, mileage, lodging and meals in your cost worksheet.

d. Equipment – Display any equipment costs associated with the project. Display rates and the number of hours for each piece of equipment in your attached cost worksheet.

e. SEPA, NEPA & Sec. 7 ESA Consultation - Display the costs for completing, SEPA, NEPA and Section 7 ESA Consultation. If you have questions about whether this item might fit your project, please contact Forest Service personnel.

f. Permit Acquisition - Display the costs for acquiring all required project implementation permits. Breakout each permit cost in your cost worksheet that you attach.

g. Materials & Supplies - Display the costs associated with all Materials and Supplies necessary to complete the project. In your attached cost worksheet list the materials and supplies.

h. Project Design & Engineering - Display the costs for *Project Design and Engineering* support.

i. Contractual - Display the costs for developing necessary contracts for advertisement and award. If the Project Sponsor is a federal entity, then include costs for contracting officer support.

j. Monitoring - Display the costs to complete the required *Monitoring* components outlined in the Monitoring Plan, below, for Item 9.

k.- n. Other (define) – Use these four lines to display the costs for budget categories not covered in a - j. Your attached cost worksheet should clearly display the specific costs for these categories.

o. Indirect costs (applicant) - Display the indirect cost (overhead) rate for the organization contributing to the project.

p. Total – Display the total contribution from each source or contributor for Columns 1-4. The total cost for the project should be displayed on this line in Column 5.

7. **Project Work Form** – List the task, time frame, and person and/or entity who will complete each task. Sub-divide tasks as necessary to layout each important milestone in completing the project. The completed form should demonstrate that the proposed project is well thought out and planned in a logical order.

8. Project Planning Information - Check "yes", "no" or "not applicable" for completion of required analysis and documentation under Planning Items a-h. Indicate the date of completion or when completion is anticipated. The project planning section will apply to all projects with ground disturbance. Contact Forest Service personnel if you have questions about the planning requirements for the project.

8a. NEPA Analysis – Check the appropriate box indicating whether or not the National Environmental Policy Act (NEPA) analysis has been completed. If NEPA is not completed, then provide the estimated date for completion.

8b. NOAA – Check the appropriate box indicating whether or not Endangered Species Act (ESA), Section 7, consultation with the National Oceanographic and Atmospheric Administration (NOAA) is complete.

8c. USFWS – Check the appropriate box indicating whether or not Endangered Species Act (ESA), Section 7, consultation with the U.S. Fish and Wildlife Service (USFWS) is complete. For projects covered under programmatic biological opinions, enter "yes" only if required documentation is completed.

8d. Survey and Manage – Check the appropriate box indicating whether the survey and management surveys are complete.

8e. SEPA Analysis – Check the appropriate box indicating whether or not the State Environmental Policy Act (SEPA) analysis has been completed. If SEPA is not completed, then provide the estimated date for completion.

8f. WDFW Permits – Check the appropriate box indicating whether a Hydrologic Permit (from the Washington State Department of Fish and Wildlife) has been obtained for any project that occurs within perennial or intermittent streams.

8g. COE Permit – Check the appropriate box indicating whether an Army Corp of Engineeers (COE) 404 Fill/Removal permit has been obtained.

8h. SHPO Concurrence Received - Check the appropriate box denoting whether or not project-level concurrence has been received from the State Historic Preservation Office (SHPO).

8i. Project Design – Check the appropriate box indicating whether or not project design has been completed.

9. **<u>Monitoring Plan</u> –** Describe how the monitoring plan will be used during and after project completion to track the project. Items A-H must be addressed.

   9a. Ecological conditions - Describe the specific evaluations to be made in order to determine how well the proposed project meets its stated goals and objectives, particularly in regard to the desired ecological conditions. Identify who will be responsible for completing this monitoring item.

   9b. Local employment and/or training opportunities - Provide a plan for determining how well the proposed project contributes towards local employment and/or training opportunities. Identify who will be responsible for completing this monitoring item.

   9c. Products removed - Describe the manner in which you will measure or evaluate the improvements in use of or resource values of National Forest System lands resulting from the proposed project. Identify who will be responsible for completing this monitoring item.